



Job Opening: Director of Elementary School Academics, Bronx

Job Description: CitySquash seeks a full-time Director of Elementary School Academics to begin in August 2019. The Academic Director oversees the academic progress of CitySquash's 35 elementary school students, working closely with the students, their parents and teachers.

Program Description: CitySquash (www.citysquash.org) is a nonprofit youth program based in the Bronx at Fordham University and in Brooklyn at the Poly Prep Country Day School. The organization helps motivated and talented young people from economically disadvantaged households to fulfill their academic, athletic and personal potential. Founded in 2002, CitySquash serves 230 elementary, middle and high school students. For our participants, CitySquash is an intensive, multi day-a-week commitment that lasts up to fourteen years and includes squash, tutoring, mentoring, community service, travel, culture, nutrition, high school placement, college and career prep. Seventy-seven CitySquash students have won scholarships to selective prep schools, including Avon Old Farms, Berkshire, Blair, Brooks, Canterbury, Eaglebrook, Episcopal, Hackley, Hill, Loomis Chaffee, Mercersburg, Millbrook, Salisbury, St. George's, St. Paul's, Taft, Trinity-Pawling, Westminster and Westover. College acceptances include Bates, Bowdoin, Connecticut College, Cornell, CUNY, Franklin & Marshall, Hamilton, Hobart, Middlebury, Mt. Holyoke, St. Lawrence, Trinity and Wesleyan.

Primary Roles and Responsibilities:

- Develop, schedule, and supervise all aspects of the Elementary School Academic Program, including the Elementary School Summer Camp
- Design curricula and lead up to 12 academic sessions per week, which includes time for homework help and enrichment
- Meet with and communicate regularly with partner schools and teachers to better target the academic needs of our team members
- Research opportunities for and organize community service and cultural enrichment outings for students
- Meet with students and families regularly for feedback on school and CitySquash performance
- Collect, record, and monitor changes of all student data, including attendance, school grades, academic assessments, etc.

Qualifications:

- Bachelors Degree required
- Experience teaching and/or working with children, especially at-risk youth, for at least one year after college is highly preferable
- Knowledge of Spanish (with proficiency or fluency highly preferred)
- Excellent written and oral communication skills
- Driver's license required (candidates must be comfortable driving a 15-passenger van)
- Must be energetic, upbeat, and enthusiastic about CitySquash mission

Hours & Schedule

During the school year (Sept – mid-June), the work day typically begins at 10am and ends around 7pm Monday through Friday. The Academic Director also works half-days on weekends twice per month, leading community service and culture outings. On weeks when there is weekend work, the Academic Director works a half-day on Fridays. The Academic Director also chaperones up to five overnight team trips during the year. During the summer (mid-June – mid-August), the work day begins at 9am and ends at 5pm. There is no weekend work when school is not in session from mid-June through August.

Vacation: The position includes 6 weeks of vacation annually: 1 in Dec, 1 in Feb, 1 in April and 3 in Aug. Some but not all national holidays are off.

Compensation: \$35,000 – \$45,000 DOE. Full health insurance coverage.

How to Apply: Interested candidates should send a resume and cover letter to alexandra.boillot@citysquash.org.